Women in Toxicology (WIT) - Special Interest Group
Society of Toxicology
EC Teleconference Meeting
03 Nov 2015
3:00 pm (EST), 2:00 pm (CST), 1:00 pm (MST), 12:00 pm (PST)

Attendees: Brenda Faiola, Courtney Horvath, Jamie Mirowsky, Marie Fortin, Jessica Sapiro, Sharmilee Sawant, Laurie Haws, Alex Lau
Regrets: Tao Wang

Agenda and Discussions:
1) Webinars
Laurie outlined the process for securing SOT HQ support for the webinars. The first step involves submitting an application to request funding support for the webinars. SOT will provide up to $2000.00 to host our webinars. The deadlines for submitting applications are July 1, October 1, January 1, and April 1. The next step is to submit a webinar request form. The webinar request form is essentially an order form that is used to provide the specifications requested for the webinar event. In addition, all speakers must complete license and release forms to allow SOT to use the materials. Laurie suggested that we target the January 1 deadline for submission of our application. SOT has indicated that applications are typically reviewed in the month submitted and that the webinars should not be held prior to formal approval by SOT, as funds cannot be applied retroactively. Once funding has been approved and all other paperwork has been submitted, SOT helps with logistics from start to finish, including setting up the webinar and providing the registration link and call-in details. They will also work with the speakers to have a practice call a few days prior to the webinar.

Laurie will work on completing the funding application. As a first step, she will talk with Annie Jarabek to get guidance of the level of detail to providing on the funding application as Annie has lead the webinar series effort for RASS for many years. Once the application is complete, Laurie will send it to the WIT EC for review and approval prior to submission.

The EC discussed the desired timeframes for WIT webinars and concluded that October and May would be ideal.

The survey results:
Top topic- Career development
Preferred frequency-2x/year.

With respect to the first topic, one idea is to have distinguished women from different job sectors present on some of their career development choices.
Action Item: Laurie is to go through the application and notify EC as to what is required.

Post-meeting notes: two major forms are involved (webinar request form and financial application). The cost of a WIT webinar is no more than $400, and WIT will be able to take care of this expense of the first webinar in case not funded. Since we are targeting the January 1 deadline for submission of our applications, at the next EC meeting in Dec, EC will review the two application forms (webinar request form and financial application).

2) EC F2F meeting - Sharmilee
The deadline for inclusion in the SOT program book is Dec 4th. Last year we did not include the EC meeting in the program. It would be ideal to have a date fixed for this face to face meeting by December. There was discussion as to whether or not breakfast would be provided at the EC face to face meeting.

Action Item: Sharmilee to send out a Doodle poll and discuss with Tao if breakfast will be provided.

Post-meeting notes: After talking to Sharmilee and Brenda, we all agree that a breakfast will be provided at the EC f2f meeting for two reasons (1) as in the past, it is a good way to show our appreciation to EC members, and (2) the cost is minimal.

3) Endowment Fund representative- Brenda
Sharmilee and Brenda serve as the WIT representative for the SIG collaboration group. Each SIG has been tasked with identifying an Endowment Steward who looks after the fund, communicates to the membership, sends out thank you notes for significant donations etc. This person could be an EC member or a general member.

The EC determined by unanimous vote that the endowment fund steward role for WIT will be fulfilled by the Jr Councilor. Thus, this role will change each year on May 1 with the start of the new officer term of service. Marie will serve as the fund steward through the remainder of this term (through 30April 2016).

Post Meeting minute: Brenda sent an email to Ashley asking that this decision be communicated to Dr. Bogdanffy, the SOT Endowment Fund Board Chair.

4) Officer/Councilor/Rep nominations- Brenda
WIT officers were encouraged to let Brenda know if they can suggest any potential nominees. One CV has been received so far. CVs should be collected by the end of November. At least two, but no more than three candidates per open position will be put on the ballot.

In the past a cover letter has been requested for students who have expressed interest in the student representative position, but this has not been outlined in the announcements for the position opening. It was agreed that a two-step approach will be taken. Any students interested in the position will be asked to provide a cover letter.
AOB: A question came in regarding application for awards when students/post docs plan to submit a late breaking abstract. Technically, they will not have an “accepted abstract” at the time of application review. It was suggested that the awards committee go back and check that the abstract has been officially accepted prior to finalizing the award results.

The next WIT EC teleconference will be 01 Dec 2015 at 3:00 pm EST.